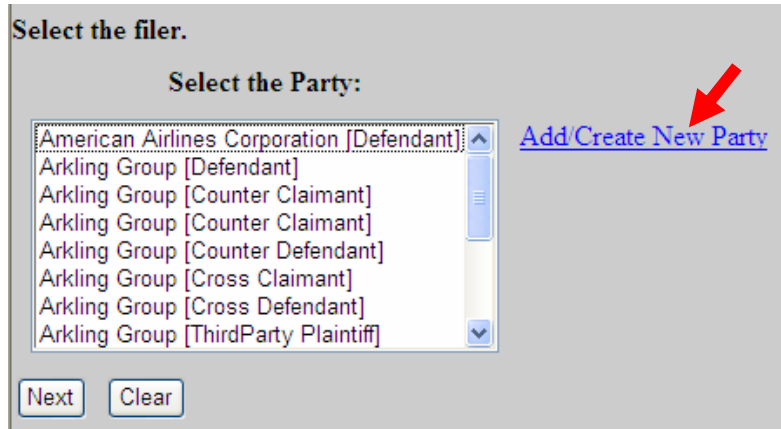


Important Points to Keep in Mind

You may find it may be necessary to add a party name to a case as the result of a document you are filing, such as an amended complaint or a cross-claim.

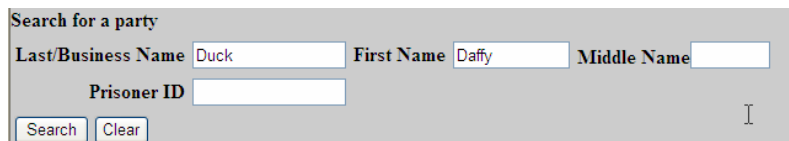
There is a difference between adding a party and creating a party. When you **add** a party, you are selecting a party name that already exists in the ECF database and adding the party to your case. When you **create** a party, you are adding the party to the ECF database, and then adding the party to your case.

1. Click **Add/Create New Party**.



2. Enter the party's name then click **Search**.

Before you add a name, be sure the name you want is not already in the database!



- The more search criteria you enter, the more specific your search results.
- A wild card (*) may be typed before the letters to take the place of other letters. For example, if you type ***am**, you will find Bob Cunningham**am**, Judy **Am**stutz, and the United States of **Amer**ica. However, you will **not** find Dick Armstrong because the letters are not consecutive.
- Try alternate searches if your first search is not successful.

Adding a Party

3. Select the desired party name.
4. Click **Select name from list**.
5. If the party name is not on the list, click **Create new party** and go to step 9.

Search for a party

Last/Business Name First Name Middle Name

Prisoner ID

Party search results

Select Party from List

6. The Party Information screen displays, with the party name listed.
7. Select the **Role**.
8. Enter information in the **Party Text** field, for example, “an Illinois corporation”, if desired.

Do not enter any other information about the party.

8. Click **Submit**.

Party Information

Daffy Duck

Title

Role Pro se

Prisoner ID Unit

Office

Address 1 ☐ Show this address on the docket sheet

Address 2

Address 3

City State Zip

Country

Prison

Phone Fax

E-mail

Party text

Start date

Create New Party

9. Click **Create new party**.

*If the party name does not display you must create a new party and **then** add the party to your case.*

Search for a party

Last/Business Name First Name Middle Name

Prisoner ID

Party search results

No person found.

Adding a Party

10. The name you searched for displays in the last name field. Make any necessary corrections to the spelling of the name.

11 Enter the last name, first name, and middle initial (if known) of the party you are adding. For corporations, enter the full name in the Last name field.

Do not enter any other information about the party.

12. Select the **Role**.

13. Click **Submit**.

14. Select the party from the list and click **Next**.